ROBERT SMITH

Loan Document Specialist III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Over 13 year work experience in healthcare operations position within a dynamic healthcare industry, seeking for a position within the medical industry to utilize my background and Associates Degree in Medical Billing & Coding.

CORE COMPETENCIES

Microsoft Office, Finance Management, Management, Computer Hardware, Computer Repair.

PROFESSIONAL EXPERIENCE

Loan Document Specialist III

Pilot Thomas Logistics - January 2014 – 2019

Key Deliverables:

- Implemented new online documentation system.
- Educated and introduced the system to end users.
- Administrated and maintained online documentation database.
- Tracked clients web usage, recorded and compiled statistics for data analysis.
- Presented and reported team projects to internal audiences.
- Communicated documentation related questions with clients.
- Scheduled and operated layout design program for onsite clients.

Document Specialist

ABC Corporation - 2012 – 2014

Key Deliverables:

- Miami, FL) September 1997 to December 2011 333 SE 2nd Avenue, Miami, Florida 33131 H.R.
- contact Elma Pena @ 305-418-6214 (penae@gtlaw.com) Document Specialist job description Processed documents using a variety of programs in a deadline-oriented environment at the 24-hour Document Center in Miami, Florida.
- Documents arrived via hard copy, e-mail or facsimile.
- Worked on digital transcriptions, helped attorneys and their assistants via telephone and/or VNC (virtual network computing), and produced English to Spanish translations.
- On Sundays, carried the full responsibility of all incoming work into the Document Center, including the two major hubs in the Miami and New York offices for ten years.
- Received Employee of the Month award in April of 2003.
- Was laid off in December 2011..

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EDUCATION

M.A. - January 1994(Instructional Technology - San Jose, CA)

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